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Message Text

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PAGE 01 STATE 303472
ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 A-01 OPR-02 SY-05 PRS-01
/037 R

DRAFTED BY S/S-S:BSCHRAGE:JW
APPROVED BY S/S:DANDERSON
S/S-S:LJREDDY
S/S-O:SSTEINER
S/S-EX (INFO)
----------111714 210329Z /41
P 210043Z DEC 77
FM SECSTATE WASHDC
TO AMEMBASSY BUDAPEST PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS)

SUBJECT: SECRETARY'S VISIT TO BUDAPEST: SECRETARIAT
STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF S/S ASSISTS IN THE PREPARATION OF AND IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR THE SECRETARY'S USE. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE SECRETARY'S PARTY (SEE SEPTEL ON CABLE TRAFFIC) AND PROVIDES LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE OFFICER AND ONE SECRETARY WILL PRECEDE THE SECRETARY'S PARTY TO CONSULT WITH THE POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. NAMES AND ITINERARIES
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OF ADVANCE TEAMS WILL BE CABLED BY SEPTEL.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE TIME OF THE ADVANCE TEAM'S ARRIVAL UNTIL AFTER THE SECRETARY HAS LEFT. THIS IS TYPICALLY A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A

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GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION.
HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS
FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM
UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE
FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED
RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR
THE S/S ADVANCE TEAM.

4. MEDIA REPORTS: ENGLISH LANGUAGE TICKER SERVICE SUCH
AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS.
FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS
SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT
TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE
TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE
SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN
UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA .
APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO
S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT
REPRODUCE TWO OR MORE STORIES ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE
ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH
STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING
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COMMENT OR OPINION, TYPED ON THREE-BY-FIVE-INCH NOTEPAPER
AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST
PAGE.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH
S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES.
THIS INDIVIDUAL SHOULD NOT BE THE S/S LIASON OFFICER. FIVE
COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH
AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE
AVAILABLE TO S/S BY 0600. FIVE COPIES OF THE USIS WIRELESS
FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US
CURRENT NEWSWEEKLIES I.E., TIME, NEWSWEEK ALSO SHOULD BE
MADE AVAILABLE.

5. OFFICE SPACE FOR SECRETARY'S STAFF OFFICE (S STAFF):
IF THE SECRETARY IS LODGED IN A HOTEL, A LARGE DOUBLE
ROOM CONVERTED TO AN OFFICE WILL BE NEEDED FOR THE
SECRETARY'S IMMEDIATE STAFF. MINIMUM REQUIREMENTS ARE:

-- THREE DESKS OR WORKING TABLES
-- TWO TYPEWRITERS AND TYPEWRITER STANDS
-- DESK LAMPS

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-- OFFICE SUPPLIES
-- COPY MACHINE

IF THE SECRETARY IS LODGED AT A GOVERNMENT GUEST HOUSE, AN ATTEMPT SHOULD BE MADE TO OBTAIN A ROOM FOR A SIMILARLY EQUIPPED SMALL OFFICE PLUS SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OFFICE SPACE FOR SECRETARIAT OFFICE (S/S): THE S/S OFFICE SHOULD BE AS CLOSE AS POSSIBLE TO T;E STAFF OFFICE. IF THE SECRETARIAT STAFF (S/S) OFFICE IS LOCATED IN A HOTEL, 2 CONNECTING DOUBLE ROOMS CONVERTED TO AN OFFICE WILL BE NEEDED. IF THE S/S OFFICE IS LOCATED IN THE EMBASSY, SIMILAR SPACE WILL BE REQUIRED. MINIMUM REQUIREMENTS FOR LIMITED OFFICIAL USE

THE S/S OFFICE ARE:

-- FIVE DESKS OR WORKING TABLES
-- FOUR TYPEWRITERS AND FOUR STANDS
-- DESK LAMPS
-- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
-- NORMAL AMOUNT OF OFFICE SUPPLIES

7. OFFICE SPACE FOR THE SENIOR STAFF: THE SENIOR STAFF OFFICE SHOULD BE A LARGE DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE OFFICIAL PARTY. IT SHOULD BE EQUIPPED WITH DESKS OR WORK TABLES, AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS TO OPEN STORAGE OF CLASSIFIED MATERIAL, THE SENIOR STAFF OFFICE SHOULD OCCUPY SPACE CONTIGUOUS WITH THE S/S OFFICE WHENEVER POSSIBLE.

8. SECRETARIAL/COURIER ASSISTANCE: THE SERVICES OF TWO TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS 24-HOUR BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS. A SCHEDULE FOR COMPLETE SECRETARIAL COVERAGE SHOULD BE PREPARED AND PROVIDED TO THE ADVANCE TEAM.

COURIER SERVICE WILL BE NECESSARY ON A 24-HOUR BASIS FOR SIMULTANEOUS DISPATCH BETWEEN TWO POINTS. VEHICLES MUST BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A

SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO THE S/S ADVANCE TEAM. EACH COURIER SHOULD HAVE A BRIEFCASE WITH LOCKS IN WHICH HE WILL CARRY ALL

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TRAFFIC.

9. OFFICE MACHINES AND SUPPLIES: THE FOLLOWING OFFICE EQUIPMENT AND SUPPLIES WILL BE NEEDED.

10. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3-INCH BY 5-INCH PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, AND DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMORANDUM FORMS, INCOMING TELEGRAM FORMS, AIRGRAM FORMS.

11. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS - AS DETERMINED BY POST - ARE TO BE PROVIDED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

12. VEHICLES: A VEHICLE FOR THE EXCLUSIVE USE OF THE S/S TEAM MUST BE AVAILABLE ON A 24-HOUR BASIS.

VANCE

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Message Attributes

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Capture Date: 01-Jan-1994 12:00:00 am
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Concepts: n/a
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Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Enclosure: n/a
Executive Order: N/A
Errors: N/A
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Original Handling Restrictions: n/a
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